

Effective 8 July 59

7 July 1959

MEMORANDUM FOR: Chief, Document Division

THROUGH : Chief, Control Branch *J.R. Conner*

SUBJECT : Proposal to accept Air Force coding for Ozalid Material

25X1

1. It has been suggested by [] that the use of Air Force coding be applied to the ozalid material as well as the regular Air Force documents.

2. The present and proposed procedures for processing ozalids are as follows:

Ozalid, now (CIA coded)

1. Batch
2. Code
3. Film
4. Type
5. Return to AF

Ozalid, planned (AF coded)

1. Batch (mark ozalid "PM" instead of with batch number)
2. Film
3. Return to AF
*Previously Microfilmed

Hard Copies, now

1. Disseminate (cards filed by batch number marked on ozalid)

Hard Copies, planned

1. Batch (with a new batch number and with mini-code sheets in a separate envelope)
2. Disseminate
3. Type

3. The time saved in the coding function would not be great as ozalid receipts average less than ten documents per working day. However, the plan is considered significant in that it eliminates one exception from the Defense coders' routine. Ozalids would by-pass Analysis Branch entirely.

4. The use of different batch numbers is necessitated by the fact that the hard copies are received irregularly. However, neither Machine Division nor Vital Materials will be affected by this action.

5. The Flash Clerk will be instructed to film all ozalids except maps and whole newspapers, or to check with an analyst regarding occasional items of extreme bulk. She will mark the ozalid PM as an indication that the enclosure has been filmed and as a means of identifying the document when it returns in hard copy. If the enclosure is not to be filmed the whole document (ozalid and enclosure) will be returned to Air Force with no processing at all.

25X1

Chief, Processing Section

Distribution:

Orig. and 1 - Addressee

1 - [] 25X1

1 -

1 -

1 -

3 -

2 -

10 - DD/CB/PS

(Dissemination & Coding)
Screening)

*Approved
Lee
7 July 1959*